

Parent-Teacher Conference Checklist

☐ 1. Notify parents about

- Purpose
- Place, time, length of time
- If the school will provide child care arrangements
- Parent planning sheet (questions to ask)



☐ 2. Prepare:

- Review student's folder
- Gather samples of work
- Gather input from students
- Prepare materials
- Think about what to say; avoid "educationese"



☐ 3. Plan agenda:

- Draw up a plan for the conference
- Emphasize cooperation—what can both sides do?

☐ 4. Arrange environment:

- Place seating away from the desk
- Make sure there will be privacy
- See that things look welcoming and comfortable



DURING THE CONFERENCE

1. **Welcome:** Establish rapport.

2. **Set terms.** State the purpose, mention any time limits, encourage note taking, and mention options for follow-up.
3. **Lead with the positive.** Share what you see as the child's major strengths and unique qualities.
4. **Encourage:** Share information. ("What do you think your child does well?") and invite comments and questions ("Do you have any questions for me?")
5. **Show:** Point out areas where there has been academic and social growth.
6. **Listen:** Pause and restate parents' words; look for verbal and nonverbal clues; invite questions.
7. **Develop an action plan:** Choose one or two areas on which to focus.
8. **Summarize:** Review the conversation and plan follow-up to check progress on the action plan.
9. **End on a positive note:** Express confidence in the child's ability to be a successful learner.

AFTER THE CONFERENCE

1. Tell the student something positive about the meeting.
2. Share information with other school staff, if needed.
3. Put it in writing---send a follow-note or letter
4. Mark calendar for planned follow-up.



Bibliography:

Henderson, Anne T; Mapp, Karen L; Johnson, Vivian R.; and Davies, Don. *Beyond the Bake Sale: The Essential Guide to Family-School Partnerships*. NYC, NY, The New Press, 2007.

